



Department of Energy
Office of Science
Washington, DC 20585

JUN - 2 2014

MEMORANDUM FOR STEPHEN MEADOR, ACTING DIRECTOR
OFFICE OF PROJECT ASSESSMENT

FROM: MICHAEL PROCARIO 
DIRECTOR OF FACILITIES
FOR HIGH ENERGY PHYSICS

SUBJECT: REQUEST TO CONDUCT AN INDEPENDENT PROJECT REVIEW
OF THE Mu2e PROJECT

I request that you conduct an Independent Project Review of the Muon-to-Electron Conversion (Mu2e) Project on August 19–21, 2014 at Fermilab. The purpose of this review is to evaluate the project's readiness for Critical Decision CD-2 which will approve of the proposed Performance Management Baseline for technical scope, cost and schedule, as well as the project's readiness for Critical Decision CD-3b which will approve the continuation of procurement and fabrication. Critical Decision CD-3a permitted the initial procurement of conductor for the project.

Your review committee is requested to perform a general assessment of the project's progress, current status, and the identification of potential issues, as well as addressing the following specific questions for CD-2:

1. Do the proposed technical design and associated implementation approach satisfy the performance requirements? How has the project team ensured that the subsystems will be fully integrated? Are the CD-4 goals reasonable and well defined?
2. Is the cost estimate and schedule consistent with the plan to deliver the technical scope? Is the contingency adequate for the risk?
3. Are the management structure and resources adequate to deliver the proposed technical scope within the baseline budget and schedule as specified in the PEP?
4. Is the documentation required by DOE Order 413.3B for CD-2 complete?
5. Are ES&H aspects being properly addressed given the project's current stage of development?
6. Has the project responded satisfactorily to the recommendations from the previous independent project review?

The committee is also asked to address the following questions specifically for CD-3b:

7. Is the detailed design sufficiently mature so that the project can continue with procurement and fabrication? Has there been adequate progress on the long-lead procurement activities approved under CD-3a?
8. Is the documentation required by DOE Order 413.3B for CD-3b complete?



Dr. Theodore Lavine is the program manager for the Mu2e Project in this office and will serve as the DOE Office of HEP contact person for the review.

We appreciate your assistance in this matter. As you know, these reviews play an important role in our program. I look forward to receiving your Committee's report.

cc:

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